

Civilian Personnel News



UPDATE

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Director's Message

The National Security Personnel System (NSPS) is slowly spreading on Ft. Leonard Wood. The Civilian Personnel Advisory Center (CPAC) recently partnered with several managers to present the first official training to supervisors and non-bargaining unit employees. Employees working for the Installation Management Command, the Army Contracting Agency and the Dental Command on Ft. Leonard Wood will transition to NSPS on 15 April 2007. I am pleased to tell you that over 200 of supervisors and employees attended the training. Make-up classes are now being offered. Call CPAC for further information at 573-596-0927.

Special thanks to Dr. Rick Swain, NSPS Installation Transition Manager; Mr. Jim Allen, Directorate of Logistics, IMCOM Transition Manager; and Ms. Heather Gunter, Quality Assurance Office for presenting the training with your CPAC partners. We couldn't have done it without you.

More training is being planned for those who work in the Medical Command. Their date of transition is expected in Oct 07 which means the training will begin two months prior.

Last but not least to transition are employees who work under Training and Doctrine Command (TRADOC). The expected transition date is Jan 08.

Presently, bargaining unit employees are exempt from NSPS until labor relations issues are resolved.

Certificates of Completion for NSPS 101 must be presented prior to your attendance at formal training, so if you have not done so, please go to the following website and take NSPS 101 <http://www.cpms.osd.mil/nsps101/nsps/index/htm>. The training takes about one hour.

Call your CPAC Advisor at 6-0927 if you have any questions on this subject.

Sandra Kruse, Director
Civilian Personnel Advisory Center

**ANNUAL NOTICE OF EMPLOYEES' RIGHTS UNDER SECTION 5
USC 7114 (2)(B) OF THE FEDERAL SERVICE LABOR
MANAGEMENT RELATIONS STATUTE
(WEINGARTEN RULE)**

Title 5 United States Code (USC) section 7114(a), Representation Rights and Duties, provides:

(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at....

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if

**(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
(ii) the employee requests representation.**

This right is commonly referred to as the "Weingarten" right, based on the U.S. Supreme Court's private sector labor decision in, NLRB v. J. Weingarten, Inc., 420 U.S. 251 (1975). Briefly, this Statutory right provides that when an agency representative (to include your IG or your guard/police force) questions a bargaining unit employee, and the employee reasonably believes the questioning may result in disciplinary action against that employee and the employee requests union representation, the employee is generally entitled to representation if the investigation continues.

Upon a valid request for union representation from the employee, management has three options:

**1) grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation; 2) stop questioning the employee and continue the investigation without interviewing that employee; or
3) offer the employee a clear choice to either continue the interview without representation, or have no interview. Additional information regarding "Weingarten" rights can be obtained in PERMISS at <http://cpol.army.mil/library/permiss/4122.html>>
Remember, this "Weingarten" right applies only to bargaining unit employees.**

The Winner's Circle with Lou Tice

"Worry Time"

What are you trying to avoid in your life? I'll give you a few tips that will help you avoid trouble the easy way.

Most of us try to avoid certain things in life - poverty, depression, unhappiness, stress, illness and pain, to name just a few. It makes sense to want to avoid these things as much as possible. However, some people spend an enormous amount of time worrying about how to avoid them or about how to cope with them IF they do occur.

Just by spending that much time worrying, you are pretty much eliminating the possibility of feeling happy. You are also raising your stress level, thereby weakening your immune system, which makes you more susceptible to illness and pain. Depression often follows. And, if you feel this badly, you're probably not going to be doing very well at work or school, either.

You see what I'm getting at? The fact is that we move toward and become like that which we think about. If you spend most of your time worrying about something, you shouldn't be too surprised when it shows up in your life.

You know, someone once said that worry is "interest paid on trouble before it comes due." Now, you wouldn't think of doing this with your money, would you? So why in the world would you do it with something far more precious than money - your time and your very life?

So ask yourself, for every minute you spend worrying, what could you be thinking about instead?

Lou Tice
The Pacific Institute
www.thepacificinstitute.com

The Winner's Circle with Lou Tice
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MASS TRANSIT BENEFIT PROGRAM

Army federal civilian employees and military members will soon have an opportunity to travel to and from work using the Department of Transportation Mass Transit Fringe Benefit Program. Other services may utilize the program but their costs will be reimbursed by their service point of contacts. The program, initiated by Executive Order 13150, will be available at Fort Leonard Wood on or around 1 May 07. The benefit will cover up to \$110 per month in public transportation costs for employees who utilize this service.

In order to take full advantage of the monthly benefit, interested parties will submit an application to the Fort Leonard Wood Program Coordinator which will be located in the Directorate of Resource Management (DRM). The DRM will forward applications to the Department of Transportation. Applications must be submitted at least 30 days in advance, no retroactive benefits available.

More information about the program will be available as the implementation date draws closer through various forms of communication including a dedicated website. For background information regarding the Mass Transit Fringe Benefit Program, visit www.asafm.army.mil and click on Mass Transit.



CPAC's Hours of Operation

Civilian Personnel (CPAC)

0900 – 1130 1230 – 1630
Building 470, Room 2205
573-596-0927

<http://www.wood.army.mil/CPO/Accept1.pdf>

Non-Appropriated Funds (NAF)

0900 – 1130 1230 – 1630
Building 470, Room 2204
573-596-0283

<http://www.wood.army.mil/mwr/>

Missouri Career Center

0800 – 1630
Building 470, Room 2203
573-596-0294

<http://www.works.state.mo.us/>

CPAC Reminder

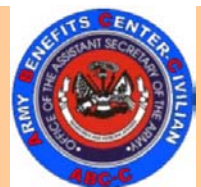
Our Human Resources Advisors and Assistants are available for appointments and phone calls from 0900-1130 & 1230-1630, Monday through Friday.

To avoid long waiting periods or having to leave and come back later because the advisor or assistant you need to see is unavailable, we invite you to call 6-0927 and schedule an appointment.

Also, we can better prepare for your visit if you'll identify the subject of your concern or question when you schedule your appointment.



Southwest Region Civilian Human Resources Agency



The CPOC web pages throughout the regions have now transitioned into Regional web pages. The SW Regional web page can be located at (<http://cpolrhp.belvoir.army.mil/swr>).

Having a hard time accessing the EBIS website or IVRS automated phone system? Not a problem; the Southwest Civilian Personnel Operations Center (SWCPOC) Helpdesk will be happy to assist you! They can be contacted at (785) 239-2000 or DSN 856-2000 and are available Monday through Friday from 7:00 am to 4:30 pm Central Time (CT).

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year.

Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well as to become a donor of leave time.

Please call (573) 563-6196 for a list of employees that are approved leave recipients or (573) 596-0520 for MEDDAC/DENTAC employees that are approved leave recipients.



NAF JOB OPPORTUNITIES: SUMMER HIRE

It's that time again, NAF is currently accepting applications for summer employment. Various positions will be filled ie; lifeguard, laborers, cashier checker/recreation aid. For more information contact 573-596-0283 or visit NAF personnel at building 470, room 2204, Monday thru Friday, 0730 - 1630.

Need a DD 214

The National Personnel Records Center (NPRC) has a website where veterans (or a veteran's family member) can obtain a copy of a DD-214 online for personal or employment purposes. Use this address: <https://vetrecs.archives.gov>



HEALTH CARE PROFESSIONALS

Need help with finding a job?

The Missouri Career Center/ Employment Office provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1st the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

573-596-0294
Bldg 470, Rm 2203
M-F - 8:00am to 4:30pm

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- ☞ Physician, GS-602
- ☞ Chiropractor, GS-601
- ☞ Dentist, GS-680
- ☞ Podiatrist, GS-668
- ☞ Optometrist, GS-662
- ☞ Diagnostic Radiologic Technologist, GS-647
- ☞ Audiologist/Speech Pathologist, GS-665
- ☞ Registered Nurse, GS-610
- ☞ Physician Asst., GS-603
- ☞ Pharmacist, GS-660
- ☞ Dental Assistant, GS-681
- ☞ Dental Hygienist, GS-682
- ☞ Dental Laboratory Technician, GS-683
- ☞ Licensed Practical Nurse, GS-620

Provide copies of your **college transcript, license, and resume** to:

**Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473**

NOTE: DHA cannot be used for reinstatement eligibles or current permanent, Federal service employees.

Useful Internet Sites

- CPAC Homepage / FLW Job Announcements
- <http://www.wood.army.mil/cpo/employ.htm>
- CPOL Vacancy Announcements, Army Resume Builder, Answer, MyBiz , and My Workplace
- <https://cpol.army.mil>
- USAJOBS
- <http://www.usajobs.opm.gov>
- NAF Job Announcements
- http://www.fortleonardwoodmwr.com/nonappropriated_fund_employment.htm
- Army Benefits Center (ABC/Civilian) /TSP/ FEHB
- <https://www.abc.army.mil>
- Long Term Care
- <http://www.ltcfeds.com>
- FEGLI
- <http://www.opm.gov/insure/life/>
- MyPay
- <http://www.dfas.mil/mypay/>
- CHRTAS
- <https://www.atrrs.army.mil/channels/chrtas/default.asp>

ATTN: SUPERVISORS!!

New supervisors must complete the *Supervisor Development Course* (SDC) within 6 months of their assignment to a supervisory position. SDC is a mandatory online correspondence course for all newly appointed supervisors (military and civilian) of civilian employees. SDC includes two sub-courses: Sub-course ST 5001, Managing and Leading (12 lessons) and Sub-course ST 5002, Human Resource Management (11 lessons). Supervisors may substitute the *Human Resources for Supervisors* course, delivered by the CPAC, for the SDC online course.

The following is a link and instructions on how to register for SDC:

<http://www.atsc.army.mil/accp/aipdnew.asp>

- First time users must register prior to enrolling.
- Registered students log in using their userid and password.
- Choose #4 "enroll"
- Select the "Course Listing" Button
- Select course # 131 F21 – Supervisor Development Course

Army Community Service Relocation Readiness Program

DOES YOUR UNIT HAVE TRAINED SPONSORS?

Sponsorship Briefing is conducted on the second Thursday of every month at **1300-1400** in **Bldg 470, Room 2225**. The briefing is 1 hour in length.

Please call the Relocation Readiness office at 596-4347 to schedule your personnel for the next Sponsorship briefing.

We ask that you call and sign up or email gina.ray@wood.army.mil to ensure that enough class material is prepared.

Thank you for your assistance.

CUSTOMER FEEDBACK FORM

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

PRODUCT IDENTIFIER (type of action):

Examples: evaluation of application, referral list, request for personnel action (RPA) number, processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

- | | <u>YES</u> | <u>NO</u> |
|---|-------------------|------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ |
| 4. Were our interactions with you courteous? | ___ | ___ |

Overall, how would you rate the product/service you received?

___Excellent ___Good ___Adequate ___Unsatisfactory

Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

Thank you for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director,
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

Army Civilian Personnel Professionals - Helping Leaders- Meet the Mission

EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS.
ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE
ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION.
PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION
TO THE EDITOR,

EMAIL: atztcp@wood.army.mil



Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.